



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> ADMIN NCO, 42A20	<b>RANK/GRADE:</b> SGT/E5 (Minimum: SPC/E4)	<input type="checkbox"/> <b>NATIONWIDE</b> <input checked="" type="checkbox"/> <b>NCARNG SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2017-82
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**UNIT, LOCATION, POC:**  
HHC 105<sup>TH</sup> EN BN/ Raeford, NC  
POC: SFC Webb, 984-661-2262  
[ashley.k.webb.mil@mail.mil](mailto:ashley.k.webb.mil@mail.mil)

**OPENS:**  
29 August 2017

**CLOSES:**  
29 September 2017

**POSITION DESCRIPTION:** Performs administrative and personnel duties in support of assigned unit. Advises the Readiness NCO and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, maintain military personnel records in SIDPERS, MILPO, iPERMS and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

**QUALIFICATION REQUIREMENTS:** **QUALIFICATION REQUIREMENTS:** **QUALIFICATION REQUIREMENTS:** **Must be qualified in or meet prerequisites for MOS 42A in accordance with DA Pam 611-21-- includes minimum score in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 95 if administered prior to 2 January 2002, 92 if administered on and after 2 January 2002 and prior to 1 July 2004 or 90 if administered on and after 1 July 2004.** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must have normal color vision. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have a Secret clearance. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

### THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_\_ 1. NGB Form 34-1 AGR Application, can be found at  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>  
(Include e-mail address at the top 1st page of NGB Form 34-1)
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
  - \_\_\_\_\_ Passed APFT.
  - \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ 5. DA 5500 (If Applicable)
- \_\_\_\_\_ 6. IMR (within 15 months)
- \_\_\_\_\_ 7. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- \_\_\_\_\_ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
  - \_\_\_\_\_ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 9. All DA 1059's
- \_\_\_\_\_ 10. All DD Form 214 (must have items 23-30 included),
- \_\_\_\_\_ 11. NGB Form 23/23b (Current National Guard Soldier) Retirements Points History Statement (RPAM)  
(Must be pulled in last 30 days)
- \_\_\_\_\_ 12. DA Form 1506 (Army Reserve or Regular Army Soldier) Statement of Service.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application, can be found at  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>  
(Include e-mail address at the top 1st page of NGB Form 34-1)
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
  - \_\_\_\_\_ Passed APFT.
  - \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ 5. DA 5500 (If Applicable)
- \_\_\_\_\_ 6. IMR (within 15 months)
- \_\_\_\_\_ 7. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).  
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- \_\_\_\_\_ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
  - \_\_\_\_\_ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.